

# CHILDHAVEN, INC.

## JOB DESCRIPTION

**JOB TITLE:** Youth Advocate  
**FLSA STATUS:** Non-Exempt (Hourly)  
**REPORTS TO:** Supervisor and Shelter Program Director  
**WORK SCHEDULE:** Up to 29 hours per week, 3 shifts (morning, evening, and night)

### GENERAL STATEMENT OF DUTIES:

To promote the health, safety and welfare of children and adolescents in the child welfare system. Responsible for the overall care and safety of residents. Assure that clients' physical, medical, behavioral health and scholastic needs are addressed. Assure program's compliance with state regulations and program goals.

### PRIMARY DUTIES:

1. Assure proper completion of resident intake and discharge forms and procedures.
2. Supervise Childhaven residents ranging in age from newborn to 18 years.
3. Tend to the physical, emotional, social, intellectual, and nutritional needs of resident children.
4. Assist children with personal hygiene, life skills, cleaning rooms, laundry, taking care of facility and acquiring needed supplies. Assist children with virtual schooling and homework as needed, documenting any issues or deficits.
5. Complete daily progress notes, medication documentation, shift reports and incident reports by the end of shift.
6. Read, understand, and abide by the NM State Shelter Regulations and licensing requirements.
7. Be a positive influence on and role model for children and co-workers.
8. Utilize positive discipline and de-escalation techniques with the children/youth.
9. Assist in evaluating the program to make sure that it meets the needs of the children.
10. Supervise the children/youth at all times.
11. Develop and maintain positive professional relationships with co-workers, school personnel, caregivers, social workers, and community members by keeping all lines of communication open.
12. Be an advocate for quality shelter care by being a role model and by speaking positively about the program when out in the community.
13. Assure all necessary information is up to date in your personnel file.
14. Be on time for all assigned shifts and trainings.
15. Attend 24 hours of professional training each year.
16. Transport children to/from school and other appointments with Childhaven vehicles only (Drivers of Childhaven vehicles must have a current and valid NM Driver's License, a clean driving record, and be at least 25 years of age).
17. Sort, clean, maintain, & utilize all donated items.
18. Provide a clean, safe environment for children, co-workers, and visitors.
19. Observe and document children/youth behaviors in contact notes, shift report and incident reports prior to the end of shift.
20. Communicate with staff on prior, current, & next shift.
21. Notify supervisor immediately of unusual staff, child, or youth behaviors or any safety concerns.
22. Assure all incoming and outgoing medications are documented in proper logbooks and in accordance with policy. Record all medications dispensed to children/youth.
23. Perform all duties assigned by supervisors; assist in whatever area of childcare is needed.
24. Other duties as assigned.

### JOB KNOWLEDGE:

- 24 hours approved training required per year to include trauma-informed practices
- A good working knowledge of child development and developmentally appropriate practices
- An interest in and concern for children and their proper care and well-being
- A good working knowledge of curriculum and planning for children & youth ages 0 – 18

- Human relations skills pertaining to contacts with children, staff, caregivers, and other agency providers such as social services & law enforcement
- Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identity/expression.
- Crisis management skills required: Completion of Crisis Prevention Intervention (CPI) course

**QUALIFICATIONS:**

- High School Diploma or GED
- Demonstrated ability to deal effectively with children
- 2 years of relevant experience
- Effective, oral & written communication skills
- 20 years of age at minimum
- Must have reliable transportation and ability to become a driver for Childhaven (age 25 or older with a current and valid NM Driver's License, and a clean driving record)
- Must obtain and maintain CPR/First Aid and CPI certification
- Must be able to pass local, state, and federal background checks (fingerprints)
- Able to lift up to 50 lbs.
- Abide by state licensing regulations and standards, and Childhaven policies and procedures
- Flexibility and ability to work in crisis situations